

Monday Night Election Judge Meeting

SAMPLE AGENDA

INTRODUCTIONS

- Introduce yourself and co-Chief
- Introduce VOPs, Closers, students
- Have judges and students sign appropriate *Monday Night Roster*

MISSION STATEMENT

Each judge must ensure that:

- Every voter has an opportunity to cast a ballot
- The election is conducted in a fair and non-partisan manner
- Problems and questions are resolved promptly and courteously
- Complicated voter eligibility or registration issues are referred to the Chief Judge or the Board of Elections

OVERVIEW

- Provide overview of Election Day, including expectations and review of your management style
- Review last minute instructions from BOE and answer questions
- Review roles of judges at Check-In, Ballot Issuing, Voting, and Provisional
- Opening, Greeter, Line Management and Closing Judges are part-time, Chiefs and Voting Operations judges work the entire day
- Review functions and layout of polling place (Check-In, Ballot Issuing, Voting, and Provisional areas)
- Establish and develop bi-partisan teams; partner veteran and new judges
- Review emergency procedures, meeting places, which precinct items to remove (if possible)
- Reinforce security rules

MONDAY EVENING DISCUSSION OF TASKS

- **Assign judges to Monday evening set-up tasks;** emphasize teamwork. Request they volunteer for new tasks as they complete their assignments in order to speed preparation for Tuesday.
- **Explain procedures for breaks.** Discuss food arrangements (bring own, potluck, order-in).
- **Remind judges to bring** medications and seat cushions; to wear comfortable shoes; to dress appropriately and in layers to allow for changes in temperature.
- **Discuss plans for rotating** judges through different positions.
- **Remind judges:** Be at polling place by 6 AM on Tuesday morning; polls open at 7 AM.
- **Remind judges:** Must remain at and within the polling place from 6 AM until the end of their assignment or when all election tasks are completed and the Chief Judges excuse all judges.
- **No position may be unattended** during polling hours. Someone must always be at the Scanning Unit, at the Ballot Issuing Area, and watching the Provisional ballots, Orange voted ballot transfer bag and all blue ballot transfer bins.
- **Tell judges:** all voters in line at 8 PM must be permitted to vote.
- **Disassemble polling place** only after the last voter leaves.
- **Make sure judges know** how to reload Electronic Pollbook (EPB) printer paper.
- **Remind judges:** Do not watch voter while voting or appear to watch voter while voting.
- **Remind judges:** Federal & State election laws define exactly how elections are conducted. Procedures in the checklists and job guides and in election judge training are designed to implement laws. Failure to follow these procedures may result in dismissal.
- **Only Chiefs** may have cell phones on Election Day
- Judges must inform or consult a Chief when ANY uncertainty arises.
- Judges must alert a Chief when Challengers, Watchers or the media arrive.

MONDAY EVENING POLLING PLACE SET-UP

USE CHECKLISTS to set up Equipment and **PRECINCT DIAGRAM** for placement!

- Ensure that all bags (**red**, **orange**, **blue**, **green**) have been inventoried using the checklists in each bag. Report deficiencies (if any) to 240-777-8543.
- Assemble Voting Booths; see *Chapter 6, Pre-Election Setup* for instructions.
- Assemble and plug in the Ballot Marking Device(s). **DO NOT OPEN**.
- Plug in the Scanning Unit(s). **DO NOT OPEN**.
- Assemble EPBs, printers, hub. Test and network systems.
- Do not remove inner seal (seal that covers EPB memory card). Do not detach internal power cord from the Pollbook case.
- Check the clocks on the Pollbooks. If the time is off, follow procedures in “*Troubleshooting*”, *Chapter 12*, to reset the clock or call your roamer.
- Arrange wires and secure with tape/Velcro ties to ensure voter safety.
- Set-up tables. Collect and organize supplies & materials, ready for opening on Tuesday morning.
- Set up provisional area. Do not take seal off ballot transfer bag.
- Set up ballot issuing area. Count ballots and repack into blue bins.
- Set up ballot table template on ballot issuing table.
- Post interior signs/documents. Organize outdoor signs for posting on Tuesday morning before polls open.
- Ensure that critical items have been re-secured in the **red** and **orange** bags by using red seals.
- Ensure that all ballots are in the **orange** bag (if provisional) or in the blue ballot transfer bins (if regular).
- Ensure that the blue ballot transfer bins are locked and sealed with tamper tape.
- Ensure that the **red** and **orange** bags and the blue ballot transfer bins are locked in the precinct cart.
- Report all equipment issues – including missing equipment – to your roamer or 240-777-8543.
- Ensure each Chief Judge takes home the key set.
- Test your phone by calling 240-777-8543. Make sure it rings by having someone call it. Plug it into the jack identified on the Facilities Report (look for **green** dot sticker). Put it in a place where you can hear it. If you receive a cell phone take it home and charge it overnight.

MEETING WRAP-UP

- Assign and inform judges of their Tuesday morning set-up (6:00 AM to 7:00 AM) tasks.
- Assign and inform judges of their initial Tuesday morning positions (Check-In, Ballot Issuing, Voting area, Provisional)
- Remind VOP-D and Closing Judges to bring their cell phones and to keep them on when returning the Election Materials
- Provide recruiter with the name(s) of any judges(s) **not** in attendance
- Thank team for their efforts and remind team to arrive on time on Tuesday. Voting Operation, Opening and Line Management – A Judges report by **6:00 AM**. Line Management – B Judges report by **1:00 PM** and Closing Judges report by **6:30 PM**.

LAST ACTIONS ON MONDAY NIGHT

- When the precinct is set up and ready, call the BOE (240) 777-8543. If you do not call, the BOE may call you on your cell phone very late on Monday night to ensure your precinct is ready.
- Notify facility manager when leaving and verify that the precinct cart is locked and polling place is secured